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1. INTRODUCTION

1.1. What is the guidEU Get to Know the Labour Market Game?

The guidEU Get to Know the Labour Market Game is a web based educational game developed throughout the guidEU European project. The game is a useful tool for students to get to know and understand the labour market and for teachers to use it as a ready-made educational tool.

The main aim of the Game is to help students explore various concepts of the labour market through various online and classroom-based tasks. The ICT Game is located at <https://guideu-game.eurosc.eu>

This document is a comprehensive guide for teachers, guidance counsellors and experts on how to use the ICT Game developed for the guidEU project.

The Game only functions fully in the latest version of Google Chrome or Mozilla Firefox browsers. The guidEU partnership bears no responsibility concerning the external links in the Game, as they can be changed or removed at any time.

The guidEU project respects the privacy rights of the website's visitors and understands the importance of protecting personal data. All information and data are processed with strict discretion and in accordance with all legal requirements.

1.2. How is the Game structured?

The Game is the electronic version of a puzzle, where students have to complete various tasks to reveal the hidden image. Each block represents a different task. Whenever a student completes one task, the block will disappear and part of the image will appear, until all the pieces of the puzzle come together.

There are fifteen (15) tasks in total categorized into five areas:

- I. Learn about the Labour market and the different professions**
- II. Search for skills and job offers according to individual preferences**
- III. How to write a CV, cover letter and email to apply for a job**
- IV. Prepare for a job interview**
- V. Start your own business (entrepreneurship)**

2. ICT GUIDEU GET TO KNOW THE LABOUR MARKET GAME FEATURES

The web-based game is accessible through the web address <https://guide-game.eurosc.eu> and is a free subscription based system. Its functionality and features are available only to registered users. A registered user is considered any user that received the unique generated code displayed on the login page.

2.1. Key Features

Feature	Subfeature	Details
User Management	User Accounts	The system supports the below type of accounts <ul style="list-style-type: none"> • Student Account
	User Account Registration	User accounts can only be registered as below <ul style="list-style-type: none"> ◦ Unique code displayed on the login page
	Functionalities	<ul style="list-style-type: none"> • Login/Logout
Board Game	Graphics	<ul style="list-style-type: none"> • Board illustration with positions indicating steps/sections
	Gameplay	<ul style="list-style-type: none"> • Each block represents a task to the student • The student progresses through stages by completing the tasks
Action Plan	Build	<ul style="list-style-type: none"> • Create an action plan with steps and description
Localization	Languages	ICT Tool supports multi-language <ul style="list-style-type: none"> • English • Polish • Greek • Spanish • Turkish

2.2. Registration/Login

The ICT game requires a unique code for accessing the interface. The required unique code is located on the login page and is auto-generated every time a user visits the game. It is essential to mark down and remember the code for accessing the game at any time.



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Project Number: 2016-1-PL01-KA201-026801



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Login

Insert the code shown on the screen to get access to the system: 991966

Code

2.3. Logout

The user can log out from the game using the right drop-down menu indicated by the unique code used to login in the first place.



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Project Number: 2016-1-PL01-

KA201-026801



GuidEU

Tasks

Action Plan

991966 ▾

Logout

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3. NAVIGATION

The ICT game provides easy navigation with the use of a top bar menu. The menu is used for navigating the game interface and accessing the game and the action plan builder. The drop-down menu item on the right is used for logging out of the game.

3.1. Main Menu

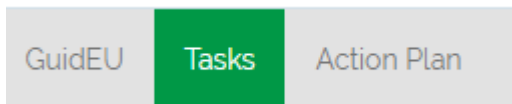
The main menu is placed horizontally on the interface.

- GuidEU: Introduction to the Game
- Tasks: Access to the board game
- Action Plan: Access to the action plan builder interface



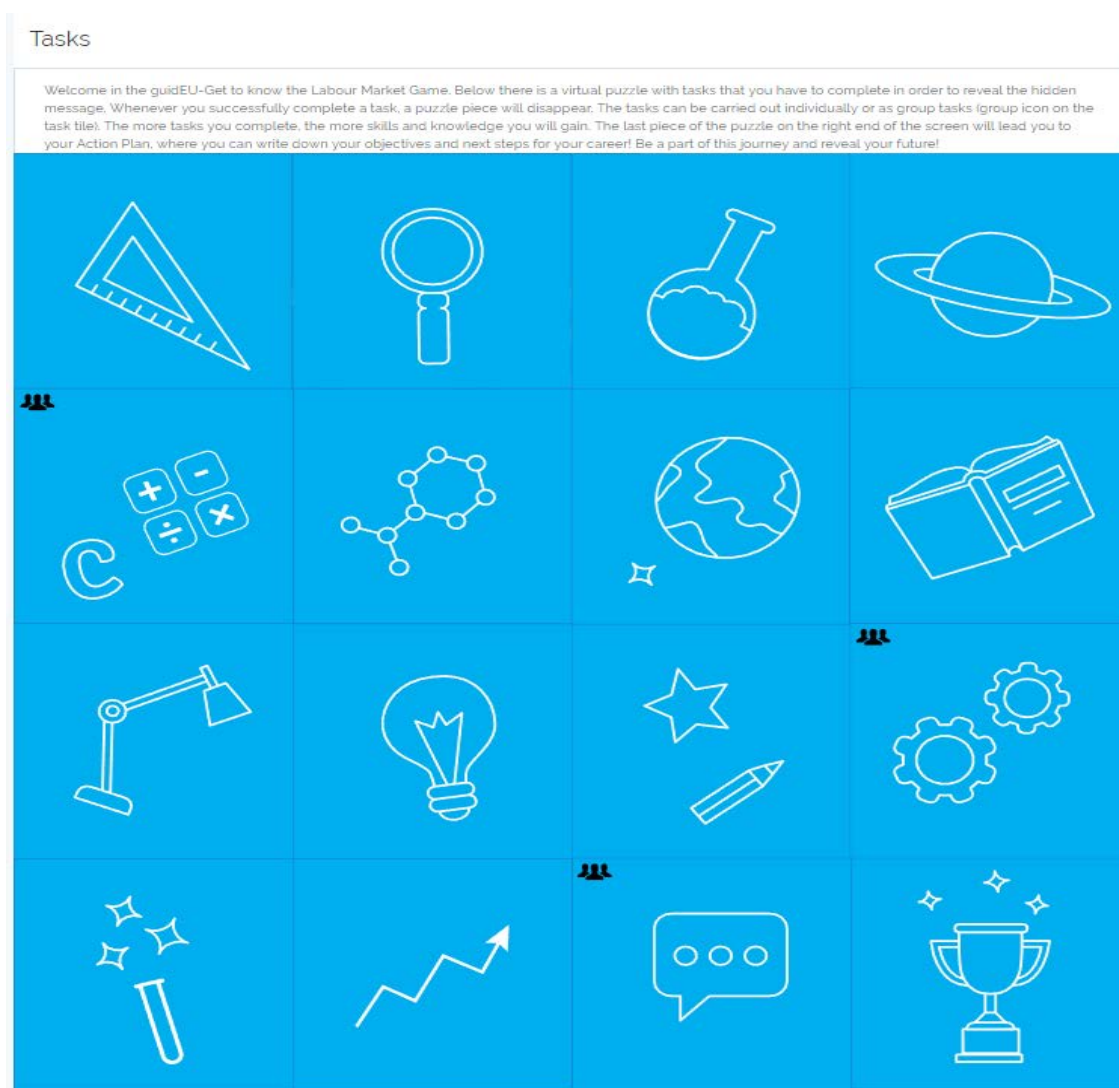
4. TASKS

The users can access the board game by clicking the Tasks menu item.



4.1. The Board Game

The board game is a set of blocks covering the final puzzle. By completing the tasks, each block is removed, revealing part of the puzzle. When all tasks are complete, the completed puzzle is displayed.

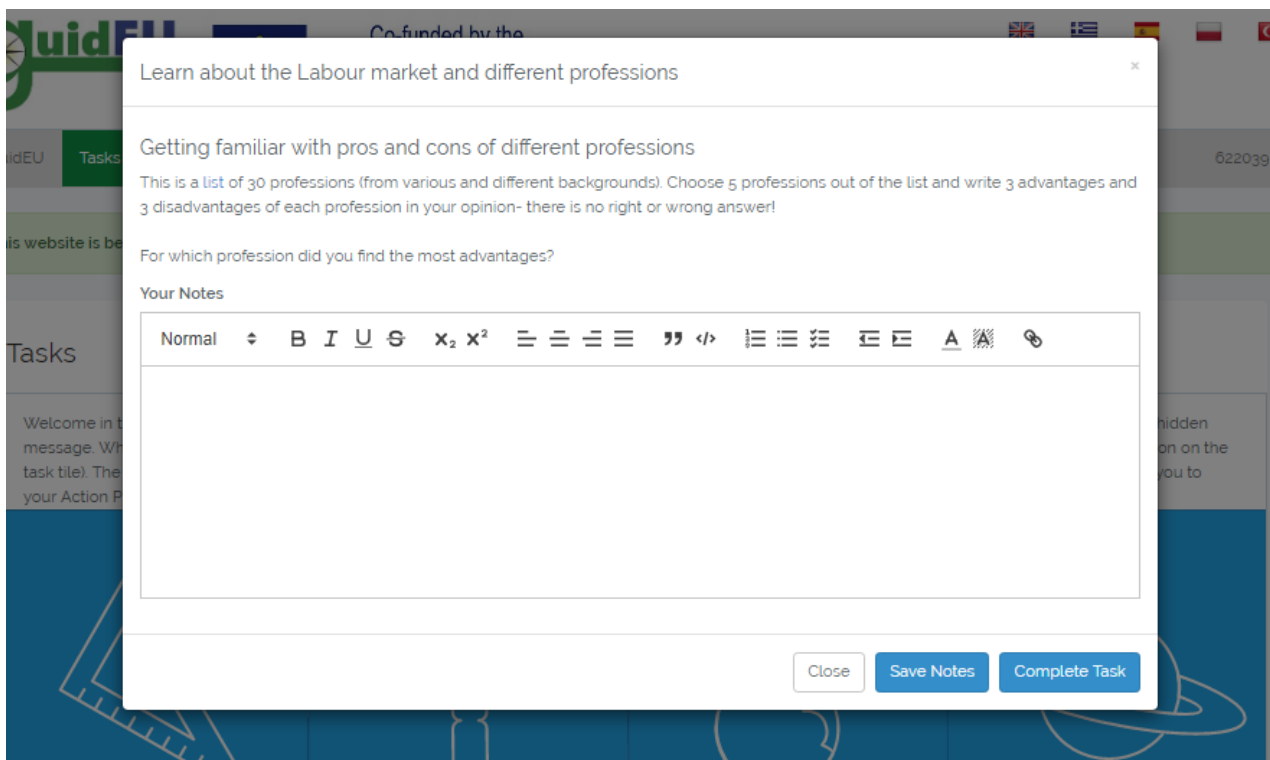


Some tasks can be completed individually and some require group work. The group tasks can be distinguished by a specific icon on the task tile.



4.2. Game Functionalities

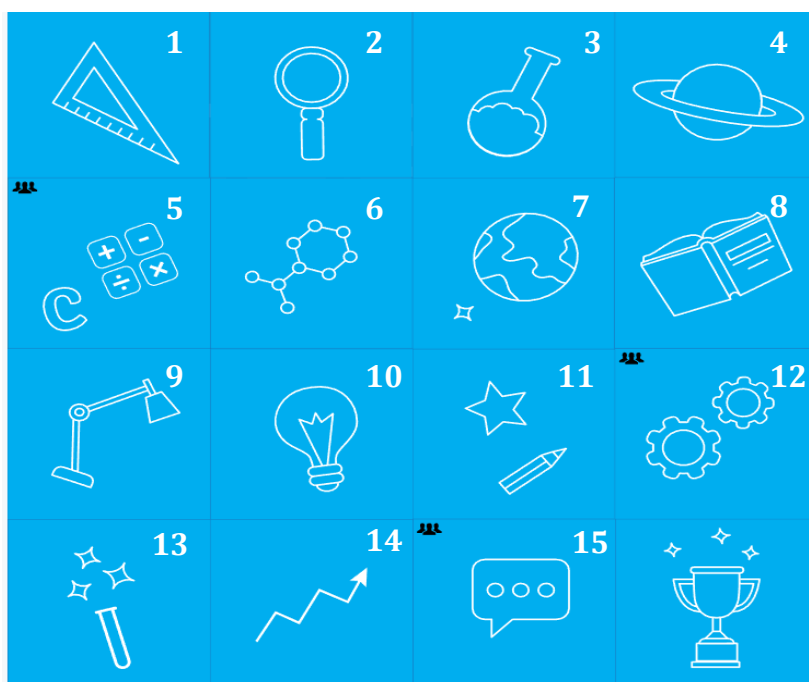
- Clicking on the block opens up the task dialogue that is connected to the specific block.
- When a task is marked as complete, the block is removed and the underlying graphic of the puzzle is revealed.
- The user can take notes on each task.
- The tasks can be completed in any order.



4.3. The tasks

The Game tasks are categorized into five different areas related to the labour market. In the following tables, you can find the description of the tasks with information on:

- Number and name of the task: the first task is the task on the upper-left corner and the sequence of the tasks run from left to right. The last task on the right-down corner leads to the Action Plan Builder.



- Learning goals for each task.
- Task difficulty level: the difficulty level of each task is rated on a 1-5 scale, where 1 indicates that the task is very easy and 5 very demanding.
- Approximate time required to complete the task.

I. Learn about the Labour market and the different professions: TASKS 1-4

No.	Name of the Task	Learning Goals	Difficulty Level	Time Required
1.	On-line career aptitude tool for students	<ul style="list-style-type: none"> The students will learn through an interactive virtual way more about their professional predispositions. 	2	30 minutes
2.	Getting familiar with the pros and cons of different professions	<ul style="list-style-type: none"> The students will be able to see different professions and reflect on them. 	1	20 minutes
3.	Learn more about the labour market- skills and jobs of the future	<ul style="list-style-type: none"> The students will become familiar with the skills and jobs of the future. 	2	30 minutes
4.	Interview different professions	<ul style="list-style-type: none"> The students will find out more about their professions of interest. 	3	n/a

II. Search for skills and job offers according to individual preferences: TASKS 5- 6

No.	Name of the Task	Learning Goals	Difficulty Level*	Time Required
5.	Discovering individual strengths through peer review- GROUP TASK	<ul style="list-style-type: none"> The students will reflect on their strengths through a group activity. 	2	30 minutes
6.	Job searching and employment offers	<ul style="list-style-type: none"> The students will be able to check various ways and media for job searching. 	3	n/a

III. How to write your CV, cover letter and email to apply for a job: TASKS 7-9

No.	Name of the Task	Learning Goals	Difficulty Level*	Time Required
7.	How to write your CV	<ul style="list-style-type: none"> The students will become familiar with the concept of Curriculum Vitae. 	3	40 minutes

8.	How to write a cover letter	<ul style="list-style-type: none"> The students will become familiar with the concept of a cover letter. 	3	40 minutes
9.	How to write a professional email to apply for a job	<ul style="list-style-type: none"> The students will become familiar with writing a professional email to apply for a job. 	3	40 minutes

IV. Prepare for a job interview: TASKS 10 -13

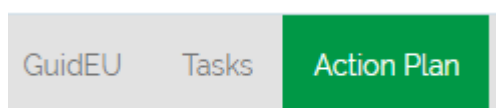
No.	Name of the Task	Learning Goals	Difficulty Level*	Time Required
10.	Good and bad interview	<ul style="list-style-type: none"> The students will be able to differentiate between good and bad skills and habits for an interview. 	2	20 minutes
11.	Multiple choice task	<ul style="list-style-type: none"> The students will learn some helpful tips concerning job interviews. 	2	10 minutes
12.	Interview Simulation- GROUP TASK	<ul style="list-style-type: none"> The students will practice for an interview. 	4	40 minutes
13.	A different interview	<ul style="list-style-type: none"> The students will reflect on alternative interview scenarios. 	3	20 minutes

V. Start your own business (entrepreneurship): TASK 14-15

No.	Name of the Task	Learning Goals	Difficulty Level*	Time Required
14.	How to start your own business- entrepreneurship	<ul style="list-style-type: none"> The students will become familiar with the concept of entrepreneurship. 	2	40 minutes
15.	Financial Literacy Fair- GROUP TASKS	<ul style="list-style-type: none"> The students will be able to develop a simple business plan. 	5	n/a

5. ACTION PLAN

The online action plan gives the option to the students to create a detailed plan outlining actions needed to reach one or more of their goals. The users can access the action plan builder by clicking the Action Plan menu item or the final block on the right-down corner of the tasks board. The students will be able to click on the Action Plan menu whenever they want, with the option to edit and save.



5.1. The Action Plan Builder

The Action Plan builder interface provides the means to the users to create action plans to follow up on their progress.

Action Plan

An Action Plan is a valuable tool that can help you define the next steps to improve your employment situation. This could include organising an active job search, starting your own business or continuing formal or non-formal education in order to improve your competences and skills. Action planning will help you focus your needs and expectations related to entering the labour market by defining concrete goals and ways to achieve them.

Write down your objectives and tasks to improve your competences and skills, to find a job and/or to start your own business.

[New](#)

Objectives (List of Goals)	Tasks (What you need to do to achieve your goals)	SUCCESS CRITERIA (How you will identify your success)	TIME FRAME (By when you need to complete the tasks)	STATUS (in progress/ done)	Actions
No Data Available					

5.2. Action Plan Builder Functionalities

- o Create a new action plan

Action Plan x

Objectives
(List of Goals)

Normal ↕ **B** *I* U ~~S~~ x_2 x^2 ≡ ≡ ≡ ≡ ” </> ≡ ≡ ≡ ≡ ≡ ≡ **A**

Tasks
(What you need to do to achieve your goals)

Normal ↕ **B** *I* U ~~S~~ x_2 x^2 ≡ ≡ ≡ ≡ ” </> ≡ ≡ ≡ ≡ ≡ ≡ **A**

SUCCESS CRITERIA
(How you will identify your success)

Normal ↕ **B** *I* U ~~S~~ x_2 x^2 ≡ ≡ ≡ ≡ ” </> ≡ ≡ ≡ ≡ ≡ ≡ **A**

TIME FRAME
(By when you need to complete the tasks)

STATUS
(in progress/ done)

Close
Save

- o Edit the action plan
- o Delete the action plan

New

Objectives (List of Goals)	Tasks (What you need to do to achieve your goals)	SUCCESS CRITERIA (How you will identify your success)	TIME FRAME (By when you need to complete the tasks)	STATUS (in progress/ done)	Actions
Test Objectives	The tasks of the test objective	These are the success criteria	2019-06-19	in progress	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Partners



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